



ANNUAL VACATION REQUEST FORM

- Student can take Annual Vacation after completing 3 consecutive quarters.
- Annual Vacation must not exceed 1 quarter period per academic year.
- Annual Vacation can not be taken on the last quarter of completion of program.
- If student do not return to school after approved Annual Vacation, the student's status with the University will be changed to Withdrawal Status.

I, _____, ID # _____, a student of CalUMS,
hereby request for Annual Vacation for _____quarter of _____(year) beginning on
_____ to _____. I plan to return to continue with full course of study on
_____quarter of _____(year).

I have read and understood all the rules and regulations pertaining to Annual Vacation.

STUDENT'S SIGNATURE

DATE

ACADEMIC DEAN'S SIGNATURE

DATE